

Articles of Organization

Virginia Workforce Council

Article I Name

The name of the Council is the Virginia Workforce Council as enacted by the General Assembly of Virginia, hereinafter referenced as the Council.

Article II Purpose and Membership

Section 1: Purpose. The purpose of the Council is to assist the Governor in meeting workforce training needs in the Commonwealth by:

- Creating Virginia's Workforce Strategy.
- Serving as the State Workforce Investment Board for the federal Workforce Investment Act (WIA).
- Certification of courses (for low interest incumbent worker loans), which respond to the technology needs of business and industry in the Commonwealth.
- Establish procedures, criteria and performance measures for the Workforce Development Training Fund

Section 2: Membership. The Council shall be composed of the following twenty-nine members:

Governor's Appointments.

- The Governor;
- Three Cabinet Secretaries: Commerce and Trade; Education; and Health and Human Resources.
- Two state agency heads: Virginia Community College System and Virginia Employment Commission.
- Two labor representatives, including the president of the Virginia AFL-CIO.
- Fifteen business representatives, including the presidents of the Virginia Chamber of Commerce and the Virginia Manufacturer's Association, one representative of a proprietary employment training school; and one representative of health care employers. The remaining business representatives must be business owners, chief executive officers, chief operating officers, chief financial officers, senior managers or other business executives or employers with optimum policy making or hiring authority. Businesses must represent diverse regions of the state, including urban, rural and suburban; and at least two shall be members of local workforce investment boards,
- Two local Chief Elected Officials, to include a mayor and chair of a county board of supervisors.
- One representative of a community-based organization delivering workforce activities.

General Assembly Appointments.

- Two members of the House of Delegates appointed by the Speaker of the House.
- Two members of the Senate appointed by the Senate Committee on Privileges and Elections.

Dual Positions

- Persons qualified may fill more than one membership position, at the discretion of the Governor.

Section 3. Conflict of Interest. All members must complete a conflict of interest disclosure statement, annually.

Section 4: Terms. Members shall serve four-year terms, subject to the pleasure of the Governor, and may be reappointed. Legislative members shall serve terms coincident with their terms of office.

Section 5: Compensation. Appointed Council members shall not be compensated. However, they shall be reimbursed for reasonable and necessary expenses incurred in the performance of their duties on behalf of the Council. Legislative members shall be compensated according to appropriate state law.

Section 6. Resignations. A Council member may resign by giving written notice to the Governor and the Secretary of the Commonwealth.

Section 7. Removal. The Governor may remove a Council member for due cause, conflict of interest or criminal acts.

Article III Officers and Duties

Section 1. General. The Governor shall select a chair and vice-chair from among the fifteen business representatives. The term of the chair and vice chair shall coincide with their membership term on the Council.

Section 2. Duties. The Chair shall preside at all Council meetings, enforce the Articles of Organization and Chair the Executive Committee. The Chair shall also appoint the Chairs of standing and special or advisory committees. The Vice-Chair shall, during the absence or inability of the Chair, perform the duties of the Chair.

Article IV Meetings of the Council

Section 1. Regular Meetings. The Council shall meet regularly and establish a schedule of meetings, annually at the beginning of each fiscal year. The fiscal year is from July 1 to June 30. At least one meeting annually, shall be devoted to strategic planning, training and other related issues.

Section 2. Meeting Notice. A notice of Council and Committee meetings will be published in the Commonwealth Calendar according to submission guidelines.

Section 3. Quorum. A majority of the Council constitutes a quorum.

Section 4. Attendance. Council members are required to attend a majority of Council meetings each year. Alternates, who are specifically designated on an annual basis and who are similarly situated with policy-making authority, may attend, but cannot participate or vote in a Council member's absence.

Section 5. Order of Business. Robert's Rules of Order shall govern Council meetings. There shall be an order of business for each meeting.

Section 6. Public Participation. All meetings will include a reasonable time for public comment.

Section 7. Executive Session. Prior to meeting in Executive Session, the Council must adopt a motion to go into Executive Session. Matters, which may discussed in executive session, are specified in the Virginia Freedom of Information Act.

Article V Committees

Section 1. Standing Committees. There shall be the following standing committees of the Council: Executive Committee; Career Training & Education Committee; Workforce & Economic Development Committee; Continuous Improvement & Evaluation Committee; Workforce Leadership & Partnership Committee; and the WIA, Coordinated Planning & the Hard to Employ Committee.

Section 2. Executive Committee. In charge of the direction of the Council, when Council action is necessary between meetings. Exercises the full authority and power of the Council, to the extent permitted by law. The Executive Committee shall be composed of the Governor, Chair, Vice-Chair, Cabinet Secretaries, the Chairs of the Standing Committees and a member of the Senate and House of Delegates. The Council Chair and Vice-Chair are Chair and Vice-Chair of the Executive Committee.

Section 3. Career Training & Education Committee - Unified education and training provider system for employers to understand and access; new system of portable credentials for training; high-technology training; career development for middle and high school students; workforce training centers; forecast and identify training requirements for new workers.

Section 4. Workforce & Economic Development Committee - Connect statewide economic and workforce development professionals and associations to identify model program and funding models to maintain and attract business; statewide retraining policies for incumbent workers; workforce training certification; Workforce Training & Access Program and Fund; market-driven programs and curriculum to meet business needs; lay-off aversion strategies; industry clustering and sector-based strategies; Workforce Investment Boards (WIBs); centralized information source on contact persons, experts, on-going research, intellectual property, training courses and transferable costs; Workforce Development Training Fund.

Section 5. Continuous Improvement & Evaluation Committee - Comprehensive performance measures and benchmarks; continuous improvement across agencies and programs; incentive awards; technical assistance and capacity building; local formulas and recaptured funds; program evaluation; chartering Virginia Workforce Centers

Section 6. Workforce Leadership & Partnership Committee - Strategic planning; leadership development for the workforce development system; streamlined delivery of state and local workforce training, technical and education services to facilitate marketing and meet business and industry needs; connecting state

and local agencies and Councils involved in the delivery of workforce training programs; state level partnership agreements between agencies to support local strategic planning efforts.

Section 7. WIA, Coordinated Planning & the Hard to Employ Committee - Local WIA governance and planning; local strategic planning; VIEW/TANF and workforce development coordination; disability workforce training and coordination; Virginia Workforce Centers; local area designation; State Unified Plan.

Section 8. Meetings. Committees will establish an annual meeting schedule at the beginning of each fiscal year. The Executive Committee shall meet as needed, by the call of the Chair. The volume of work will determine the frequency of meetings of other standing committees.

Section 9. Temporary Committees. The Chair may establish Advisory Committees for special purposes. Advisory committees shall be composed of persons who represent the views and interest of the various workforce development stakeholders and who are known to be qualified to perform their duties. State and local agency personnel may serve on these committees as members or consultants. The Chair may establish Special Committees for specific assignments. Temporary committees shall have a definite time of duration.

Article VI Staffing

Section 1. Designated Staff. The Virginia Employment Commission, the Virginia Community College System and the Department of Business Assistance will staff the Council.

Section 2. Committee Staff. Other state agencies, with an interest in the activities of the Council may be asked to assist in staffing the Council Committees.

Article VII Articles of Organization

Section 1. Amendments. The Articles of Organization may be amended by vote of the majority of the members of the Council present at any Council meeting. Notice of such amendment must have been sent to the Council members prior to such meeting.

Effective Date: August 12, 1999

Revision 1 – September 19, 2000

Revision 2 – June 12, 2002

Chair: Michael A. Daniels

Conforming Revisions 3 – July 1, 2003

Chair: Marjorie Connelly